

Employment Opportunity

**State of California
State Council on Developmental Disabilities
Area Board 9
200 East Santa Clara Street, Suite 210
Ventura, CA 93001**

POSITION: Community Program Specialist II (Full Time)
LOCATION: Ventura, CA
OFFICE: SCDD Area Board IX Office
SALARY RANGE: \$4,400-\$5,348
CONTACT: LesleyAnne Ezelle, Executive Director
DEADLINE: Until Filled

Duty Statement

Under the direction of the Executive Director, the Community Program Specialist II is responsible for a broad range of technical duties, related to the statutory function of the Area Boards in the area of consumer advocacy, public education and monitoring services for person's services in San Luis Obispo, Santa Barbara and Ventura Counties.

Description of Essential Functions:

- 40% Provide assistance, including consultation, training and organizational support that advances the empowerment and self advocacy of individuals and family members of persons with developmental disabilities. Provide information, advice, including representation per the Board's policy, to individuals and family members to protect their rights to services.
- 30% Develop and present educational material and seminars to individuals with developmental disabilities, family members, professionals and providers of services.
- 10% Research and present informational bulletins for distribution and posting to webpage. Update Area Board 9 webpage with current and local information.
- 10% Interface with various agencies to improve service quality, resolve issues, and further outcomes of inclusion, participation, and productivity for those with developmental disabilities.

5% Provide assistance to committees of the Board, attend Board meetings, and participate on community and statewide committees as assigned by the Executive Director.

MARGINAL FUNCTIONS:

5% Other duties as assigned by the Executive Director.

Supervision Received:

The CPS II is supervised by the Executive Director.

Supervision Exercised:

None.

Administrative Responsibilities:

Other than normal routine organizational reporting requirements, the CPS II has no specific administrative responsibilities.

Personal Contacts:

The CPS II must interact in an appropriate and professional manner with individuals with developmental disabilities and their family members, representatives of various Federal and State agencies, private organizations, council and committee members and staff as well as the general public.

Other information:

The CPS II must be willing and able to work with and for persons with developmental disabilities and their families, be able to communicate effectively, both orally and in writing, and be knowledgeable about the developmental disabilities services delivery system in California and about Special Education Law. The CPS II must be able to reason logically and creatively, utilize a variety of analytical techniques to resolve complex problems, develop and evaluate alternatives, accurately analyze data, present information effectively, produce written drafts on personal computer, be free to travel, work extended hours and some weekends and make presentations before the public. The CPS II must gain and maintain the confidence and cooperation of those contacted during the course of work, independently coordinate work activities, and function effectively and cooperatively as an integral part of a creative professional organization.